

## **SERVICES COMMITTEE MEETING**

**Monday, April 13, 2015**

**6:00 pm**

**HAMPDEN TOWN OFFICE**

### **A G E N D A**

1. MINUTES – 3-9-15
2. OLD BUSINESS
  - a. Parks Update
  - b. Cable TV Equipment Update
  - c. Children's Day Status
  - d. Veteran's Memorial – Request for Town to assume – Additional Information
3. NEW BUSINESS
  - a. Saturday Bus Service
  - b. Penquis CAP Lynx-  
Marcia Larkin
4. PUBLIC COMMENTS
5. COMMITTEE MEMBER COMMENTS

SERVICES COMMITTEE MEETING  
Monday, March 9, 2015

Attending:

Mayor David Ryder	Councilor William Shakespeare
Councilor Carol Duprey	Councilor Terry McAvoy
Councilor Dennis Marble	Councilor Stephen Wilde
Councilor Greg Sirois	Susan Lessard, Town Manager
Thomas Brann	Janet Hughes
Pool Director Darcey Peakall	Papermill Park Vol. Coordinator Jeremy Jones

The meeting was opened at 6 p.m. by Chairman McAvoy.

1. MINUTES – 2/10/2015 – The minutes of the 2/10/15 meeting were reviewed and approved as written.
2. OLD BUSINESS
  - a. Parks Update – The Town Manager provided requested information related to replacement cost for the charcoal grills at Dorothea Dix Park. They can be purchased already built for less than the Town could have them made for at a metal shop so the Town will move forward with purchasing four new ones to be installed when the park is open again. Also, there will be a meeting on March 26<sup>th</sup> at 6:30 at the Skehan Center to begin discussions of a recreation plan for the Town. Everyone is invited to attend.
  - b. Cable TV Equipment Needs Update – The Town Manager reported that she and the Town Clerk and GIS/IT Specialist had met with Rodney Verrill from NESCOM and gotten information related to the cost for cameras, sound, and broadcast equipment of approximately \$65,000. However, that cost could be reduced somewhat if lighting issues in the council chambers were addressed. She also informed the Committee that Time Warner was not being cooperative with the Cable Consortium in terms of moving forward with new cable contracts for the communities that are part of the Consortium. There is no way to know when the Town will receive the \$50,000 from Time Warner that is connected to the new contract that was discussed for use to pay for this project. Also discussed was whether this project should be put out to bid. The Committee will discuss this aspect when it has more information. The Manager will report back to the April Services meeting with more information.
3. NEW BUSINESS
  - a. Pool Director/Review of Current Budget & Operations – Pool Director Darcey Peakall attended the meeting and answered questions from Committee members related to hours of operations, staff wages, and program offerings. There was some discussion and disagreement as to whether or not this session was necessary given that budget discussions will be held in another month or two.
  - b. Flag Project – Request for Town to assume – Dr. Allison Berube had emailed the Town Manager requesting that the Town take over the flag project that was started a number of years ago. The history of the project was discussed

and concerns raised over the Town adding additional costs to its operations. It presently operates that the group had been putting up the flags in the Spring and replacing any that were damaged and the Town had them taken down when the Christmas decorations were put up in November. The group has \$1491.36 remaining in its treasury that would be turned over to the Town. Motion by Councilor Duprey, seconded by Councilor Marble to recommend to the Council that the Town take over the flag project until funds run out for its operation. Unanimous vote in favor.

- c. Veteran's Memorial – Request for Town to assume – Dr. Berube also sent an email requesting that the Town take over responsibility for adding names to the Veteran's Memorial and selling pavers for it. The treasury has \$5,069.31 that would be turned over to the Town. Several questions were raised in regard to the monument that the Committee wants answers for before making a decision. The Manager will get information related to the cost for engraving names on the monument, the cost of pavers to buy and the price that pavers are sold for, as well as information related to the 'rules' developed for inclusion of names on the monument and whether there are names waiting to be engraved. The Manager will report back at the next meeting.
- d. Children's Day Status – Former Mayor Janet Hughes and former Councilor Thomas Brann attended the meeting seeking information about the status of Children's Day and expressed the desire to see if there was any way that the event could be held this year, even as a scaled-down version. The difficulty with finding volunteers was discussed, as was fundraising, assisting at the event, and cleanup. Janet Hughes asked the Committee for another month to investigate options and would come back to the Committee with information at their next meeting.

4. PUBLIC COMMENTS - None

5. COMMITTEE MEMBER COMMENTS – None

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Susan Lessard  
Town Manager

2 B

# Cable TV upgrade - Equipment specifications

Worksheet				
Client Name: Susan M. Lessard				
Title: Town Manager				
Company: Town of Hampden				
Address 1: 106 Western Avenue				
Address 2: Hampden, Maine				
ZIP: 04444				
QTY	MFG	Model	Description	Unit Sell
AUDIO				
2	Shure	SCM810	Auto Mixer	\$1,260
6	Sound Tube	RS-4EZ-WH	Standard	\$104
1	Extron	60-850-01	200w 70v Amp	\$414
1	Extron	60-190-01	Rack Shelf	\$78
1	Radial	RAD-PROAV1	Passive 1 channel DI with stereo inputs	\$131
1	Crestron	DM-TX-201-C	DM Transmitter with HDMI, VGA and Audio	\$780
1	Crestron	DM-RMC-100-C	DM Reciever	\$780
1	FM Systems	ALM473	Automatic Level Master	\$620.00
1	FM Systems		400 SERIES STAND ALONE MOUNT	\$245.00
1	Fostex	SAM-400 RM-3	Audio Monitor	\$500
6	AC-RSEZ-HH-2	QTY TBD	20' hanging kit	\$47
1	TASCAM	TCM-SS-R200	Single-rackspace Solid State Recorder	\$550
2	Tecnec	8XLM-8XLF-100	8-Channel XLR-F-XLRM Audio Snake 100ft	\$278
1	Tecnec	Misc TBD	Audio Cables I/O	\$240
1	Procurve	1920-16G	16 Port Data switch	\$300
1	RDL	STD-10K	Audio Combiner	\$75
Audio Components Total				\$8,695
VIDEO				

1	Sony	MCS8M	Compact Audio Video Mixing Switcher	\$5,940	\$5,940				
3	Panasonic	AW-HE60H	HD/SD pan/tilt/zoom camera	\$3,800	\$11,400				
3	Vaddio	535-2000-223	Wall Mount for AW-HE60H camera	\$195	\$585				
1	Panasonic	AW-RP50	Sub-compact remote camera controller	\$1,914	\$1,914				
1	LG	32LS33A-5D	32" monitor w/ 200x200VESA	\$494	\$494				
1	Dynex		19" LED 720	\$125	\$125				
1	Ikegami	ULE-217	21.5 HD monitor w/ HD-SDI	\$824	\$824				
1	JVC	SR-HD2500US	BLU-RAY DISC & HDD RECORDER w/HDS-SDI	\$3,570	\$3,570				
1	AJA	FS1	HD/SD Frame Synchronizer UDC	\$3,146	\$3,146				
1	DECIMATOR	MD-RDA	HD/SDI DA	\$300	\$300				
1	AJA	Audio Breakout	25pin to XLR	\$120	\$120				
1	AJA	MISC DA UDC	TBD Baeds on CAD Drawing	\$1,440	\$1,440				
1	Extron	60-1324-02	SMP 351 3G-SDI - H.264 Streaming Media Processor with 3G-SDI Input	\$3,594	\$3,594				
			<b>Video Components Total</b>	<b>\$33,452</b>					
	Labor			\$6,000					
	Programming			\$0					
	Cables and Connectors and Hardware			\$695					
	Freight Est.			\$700					
			<b>SYSTEM TOTAL</b>	<b>\$49,542</b>					
			<b>OPTIONS</b>						

QTY	MFG	Model	Description	Unit Sell	Sell				
	Other Items to Consider								

2d  
Susan Lessard <manager@hampdenmaine.gov>

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## flag and monument proposal

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Berube, Allison B <Allison.B.Berube@maine.gov>  
To: Susan Lessard <manager@hampdenmaine.gov>

Thu, Mar 12, 2015 at 11:48 AM

We have some names to be carved I think about 15. Craig Snow is summarizing those and we will arrange for the names to be carved onto the monument before turning over the monies. The spare pavers are already down at Provost Monuments in Benton. When we get an order for a paver( which is not very often) I email the grid form to them or a mail a hard copy of the grid form to them. Provost carves it and he delivers it when he is up this way. Then we remove the paver that is in place and put the new carved paver into the open spot. I then drop the removed paver back to Provost when I am passing by...but again I am sure that the owner of Provost would be willing to pick up the paver when he is in the Bangor area. I am NOT exactly sure what he would charge us to carve the pavers now....I raised the price of the 12x12 to 250 dollars( I think the cost of carving was 125 last time. And the cost of the 12x24 is now 500 dollars and the cost of carving would be about \$250...so we make \$125 and \$250 respectively for each new paver that is ordered. That money goes into the fund for future carvings to the monument which is always FREE to any veteran who qualifies to have their name carved on the monument. ( the veteran must enter the military while living in Hampden and must have some active duty( not just the reserves). ( They DO NOT have to provide any official information...just their word that they lived in Hampden when they entered the military( so people who move to Hampden and are already in the military DO NOT qualify).

We have been collecting names for this next carving of the monument for at least 4 years now( so the carving is not very often). The cost to carve would depend on the number of names...( we send the list of names to Provost and where on the monument they will be carved for example 2 names under WW2 and 5 under the War on Terror. ( Then Provost gives us the cost). I think in the past it was around 1000-1500 dollars per. Time that Provost has come up to add names. (It is important to use Provost to assure that the font and size specifics are uniform. )

We have NOT advertised for names lately. I used to ask that Hampden Academy put it into their graduating Seniors information and I would remind the guidance counselors to tell students entering the military to give us their information once they finished basic training and went active duty. An easy way to advertise, as it were would be a small article in the Hampden quarterly newspaper each Spring to remind people to add their names.

I would be happy to write up an article for the next Hampden newspaper to remind people of the monument and the ability to purchase pavers.

We have a VERY simple piece of paper and I ask the questions of the veteran when they call me to add their names. It includes...highest rank obtained, branch of the military and the year that they entered the military( We double and triple check the correct spelling of the name). We will turn over this info. To the town ( probably in a binder) so that if in the future people want information on our veteran's they can access it. Craig Snow has ALL of the current names on an excel form on his computer(older version of excel). He plans to summarize all the names(and where they are on the monument) and list them alphabetically.( he also plans to print a hard copy and put it into a binder).

It really is VERY LITTLE work to collect the names, offer the grid form, via email if someone wants a paver, keep track of the names and when you get enough to carve( when it is worthwhile for them to come up from Benton),and place the pavers. Hopefully the monies will grow and when/if another large addition to the monument is needed there will be enough money to purchase the granite( hopefully many ,many years from now). I would be happy to help place the next few pavers and show the grounds crew how to do it( currently we have NONE ordered). I just feel that it would be best for the Town to take over the finances as the person who has been keeping track of our financial at the VFW is older and in poor health.

I hope that answers all of your questions. Please do not hesitate to call me or email with any further questions.

Respectfully,

Dr. Allison Berube

[Allison.B.Berube@maine.gov](mailto:Allison.B.Berube@maine.gov)

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207-852-2011

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BUS RIDERSHIP  
TOWN OF HAMPDEN

	January	February	March	April	May	June	July	August	September	October	November	December	Total
1999	796	778	1030	896	801	787	776	838	821	874	873	770	10040
2000	592	732	806	723	708	673	675	709	732	748	662	668	8428
2001	661	485	608	646	730	637	529	543	482	677	588	610	7196
2002	626	599	675	691	669	586	610	662	706	826	670	699	8019
2003	717	618	708	713	754	553	837	787	849	1508	1614	1738	11396
2004	1487	1577	1926	1877	1623	1926	1930	2096	2010	1805	1795	1981	22033
2005	1884	1942	2425	2303	2292	2294	2048	2353	2360	2375	2255	2179	26710
2006	2367	2092	2594	2213	2412	2571	2384	2555	2302	2337	2603	2443	28873
2007	2366	2253	2952	2313	2612	2649	2554	2830	2167	2844	2737	2700	30977
2008	3064	3053	2932	3177	3238	3128	3586	3224	3031	3269	2528	2916	37146
2009	2726	2942	3415	3506	3458	3255	3507	3334	3550	3381	3704	3003	39781
2010	3167	3148	3509	3181	2724	2927	2947	3042	3049	2921	2949	3092	36656
2011	3009	2692	3149	2888	2918	2878	2692	3263	3198	3333	3709	3449	37178
2012	3533	3405	3540	3515	3595	3599	3584	4024	3516	3954	3997	4165	44427

Hampden Bus Ridership  
11/12 - 13/14 Fiscal Years

	Full Fare		Student		Senior Citizen		Free		Monthly		Student		UMaine		Half Fare		HU Pass		EMCC Pass		Total	
	Ticketed	Cash	Cash		Cash		Transfers	Pass	Pass		Pass		Card								Passengers	
Jul-11	502	395	9		16		383	1234	26		26		127	0	0		0		0		2692	
Aug-11	603	538	0		0		508	1467	21		21		126	62	11		80				3416	
Sep-11	641	513	0		0		393	1481	6		6		164	82	20		161				3461	
Oct-11	656	563	0		0		452	1475	11		11		176	84	6		171				3594	
Nov-11	663	529	0		0		491	1575	7		7		184	89	9		135				3682	
Dec-11	712	541	0		0		599	1727	4		4		126	93	16		120				3938	
Jan-12	734	560	0		0		455	1632	9		9		143	62	10		150				3755	
Feb-12	667	490	0		0		476	1588	3		3		181	67	27		181				3680	
Mar-12	692	520	0		0		406	1709	10		10		203	100	18		171				3829	
Apr-12	608	495	0		0		429	1741	24		24		218	100	39		140				3794	
May-12	645	508	0		0		398	1906	8		8		130	124	41		193				3953	
Jun-12	735	522	0		0		396	1794	41		41		111	83	100		185				3967	
FY 11/12	7858	6174	9		16		5386	19329	170		170		1889	946	297		1687				43761	
Jul-12	839	529	0		0		433	1618	32		32		133	65	41		71				3761	
Aug-12	1010	610	0		0		508	1712	12		12		172	57	34		149				4264	
Sep-12	817	571	0		0		437	1460	18		18		213	50	35		215				3816	
Oct-12	916	522	0		0		520	1650	88		88		258	65	51		258				4328	
Nov-12	987	558	0		0		584	1557	38		38		273	121	49		227				4394	
Dec-12	856	957	0		0		448	1682	36		36		186	125	34		178				4502	
Jan-13	831	433	0		0		512	1463	15		15		242	108	59		289				3952	
Feb-13	686	414	0		0		505	1443	40		40		174	137	25		233				3657	
Mar-13	695	448	0		0		565	1530	32		32		163	325	34		245				4037	
Apr-13	707	465	0		0		549	1485	83		83		261	193	26		208				3977	
May-13	748	392	0		0		499	1478	30		30		125	224	20		161				3677	
Jun-13	721	373	0		0		476	1193	18		18		114	216	25		156				3292	
FY 12/13	9813	6272	0		0		6036	18271	442		442		2314	1686	433		2390				47657	

[illegible]